

John R. Kasich, Governor
Paolo DeMaria, Superintendent of Public Instruction

February 5, 2018

The Honorable Sherrod Brown
United States Senate
713 Hart Senate Office Building
Washington, DC 20510

Dear Senator Brown,

I am in receipt of your letter dated January 30, 2018 regarding the suspension of operations of the Electronic Classroom of Tomorrow (ECOT). The State Board of Education and I share your commitment to ensuring that all students in Ohio have access to high-quality schools.

State law has been substantially changed after the closings cited in your letter. House Bill 2 of the 131st General Assembly, signed in 2015, significantly strengthened the state's legal framework in the name of improving community school quality. The impact of this legislation has been considerable, with 51 low-performing community schools and 29 sponsors closing over the last two years. Unfortunately, the closure of these schools in the pursuit of quality can sometimes leave students displaced. That is why the Ohio Department of Education remains committed to assisting such students in finding the high-quality options that suit their needs. These options include public, private, community and online schools, as well as the opportunity to home school.

While navigating the complexity of enrolling in a new school can be overwhelming for families, over the course of the past two weeks, thousands of ECOT students have applied to enroll in a new school. Many students have already started in their new schools. While there is still much to be done, the early success of this transition is a result of the Department's planning and the significant collaboration, commitment and partnership between the Department and many education entities throughout the state.

As you may know, Ohio law ensures the privacy of student data. Therefore, the Department does not have access to individual contact information for students. This prevents us from communicating directly with students who had been enrolled at ECOT. We are working to reach these students through our school district partners across the state. We believe that our online Find-A-School tool and FAQ for Families have been widely distributed and are reaching many families. Additionally, the number of public and community schools using traditional and social media to reach out to ECOT families, extending business hours to accommodate needs and holding enrollment events to expedite the transition process is remarkable and greatly appreciated.

I welcome the questions raised in your letter and would like to provide you with the following responses and supplemental information:

1) Please detail ODE's policies and procedures for charter schools and sponsors that suddenly close. Is there a mandated transition plan? If so, please provide these plans to my office.

Charter schools in Ohio are referred to, by law, as community schools. Ohio law is designed to give the sponsor of the school direct oversight of the process of school closure, as opposed to state mandated plans. Ohio Revised Code §3314.023 requires that all sponsors *have "in place a plan of action to be undertaken in the event the community school experiences financial difficulties or closes prior to the end of a school year."* The Educational Service Center of Lake Erie West has such a plan. Per your request, that plan is included as "Enclosure A."

Ohio Revised Code §3314.015(E) requires the Department to adopt procedures for use by a community school governing authority and sponsor when the school permanently closes. A copy of the Department's Community School Closing Procedures is included as "Enclosure B."

2) What is the State Board of Education and the ODE plan for strengthening the oversight of other for-profit online charter schools to ensure that events leading up to the removal of sponsorship and closure of the ECOT does not happen again?

As previously stated above, House Bill 2 of the 131st General Assembly was signed into law in 2015 with bipartisan support. This legislation added significant authority and oversight powers to promote the **quality** of community schools in Ohio. The principle behind this legislation is that sponsors have the ability to influence the quality of their schools. In the interest of ensuring quality school options, sponsors are held to high expectations for academic performance and quality sponsoring practices. By placing a true accountability system over sponsors, House Bill 2 will continue to drive improvements to the community school sector in Ohio. While the law has had a positive impact on promoting best practices and improving quality, it is likely that sponsors will continue to close some schools as a result of an increased focus on performance and quality.

3) How many students were enrolled in ECOT as of January 18, 2018?

Approximately 12,000 students were enrolled at ECOT as of January 18, 2018.

4) Are there planned resources, support, and transitions services – particularly for graduating seniors, students with disabilities, English language learners, and at-risk student populations, such as students who are overage and under-credited – for districts and/or schools receiving ECOT transfers?

The primary and most urgent transition service is to assist students in enrolling in another educational setting. In Ohio, our educational settings – traditional public school districts and other community schools – are appropriately equipped to address the needs of **all** students. This includes students with disabilities, English language learners, and at-risk student populations. All districts are familiar with handling the needs of students who unexpectedly enroll mid-year. To date, Ohio's

districts and community schools have been effective partners with the Department in ensuring that students successfully transition to appropriate educational opportunities. Within six days of ECOT's suspension of operations, more than 7,000 students had enrolled or applied to enroll in new schools.

5) How much funding has ECOT received from local, state and federal sources disaggregated by source, as of January 18, 2018?

Since 2000, ECOT has received \$1,072,246,257 in state foundation funding. Since 2003, ECOT has received \$130,698,383 in federal funding. State law is very clear that payments to community schools are only made from state funds. The state cannot capture any local revenues and transmit those to community schools.

6) For students affected by ECOT's potential closing, how will you document and monitor which schools and/or districts they are transferred to and the support services they receive during transition?

In Ohio, local districts bear the responsibility for their resident students. Local districts are aware of impacted students and we have been and continue to be engaged with districts to ensure that every effort is made to reach out to ECOT students for assistance. We also know that parents are engaged in finding appropriate educational settings for their students. As such, we have seen parents identify educational opportunities that are appropriate for their student. As is the case with any student, the expectation is that the receiving school or district provide the support services necessary for each student once the student is enrolled. This is documented in the course of collecting non-personally identifiable student level information through the state's Education Management Information System.

7) ECOT's charter school authorizer is the ESC of Lake Erie West. What state policies are in place to ensure that ESC Lake Erie West holds its charter schools to high standards? How does the state ensure that charter school authorizers have a transition plan for students affected by school closures?

As mentioned above, House Bill 2 and Ohio Revised Code §3314.016 are designed to ensure that community school sponsors are held to high standards through a rigorous evaluation system. The first of these evaluation processes was conducted after the completion of the 2015-16 academic year. As part of this process, 22 sponsors were rated poor and subsequently closed. The second evaluation was completed after the 2016-17 academic year. Seven more sponsors were rated poor and are in the process of being closed. Encouragingly, Ohio moved from having five sponsors rated "effective" or higher to now having 24. The high standards established for the evaluation are having an impact on improving the quality of sponsors.

The second part of this question has already been answered under Question #1.

8) Are there any outstanding vendor contracts and other bills that have not been paid by ECOT? Are there any outstanding funds that ODE has not recouped?

It is our understanding that there are outstanding vendor contracts and other bills that have not been paid by ECOT. Addressing these issues is part of the sponsor's responsibilities for ensuring the school's obligations are appropriately addressed.

Ohio Revised Code §3314.074 prescribes in detail the manner in which unmet obligations are to be satisfied. In the case of ECOT, the Franklin County Court of Common Pleas has appointed an interim master to oversee this process. The master has the obligation to see to the satisfaction of the school's obligations, in compliance with law.

There are also outstanding amounts owed to the state. Currently those amounts are \$42,748,477 (FY16). Pending before the State Board of Education is an additional determination in the amount of \$19,295,958 which, if approved, would be added to the amounts owed to the state. FY18 amounts owed to the state have yet to be finalized.

9) Please provide the total amount of funds distributed by ODE to ECOT. What steps is ODE taking to actively recoup funds from ECOT and its operator, Altair Management?

Please see the response to Question #5. Ohio Revised Code §131.02 prescribes the procedures for collection of amounts owed to the state by any entity. The Department will be collaborating with the Collections Enforcement Section of the Office of the Attorney General in all collection activities pursuant to law.

10) With the closing of ECOT, what is the process for recouping any federal or state dollars that were disbursed this year from either ECOT or its operator, Altair Management?

The Department has recovered \$17,602,314 overpayment from the FY16 FTE review. The hearing officer's recommendations regarding the FY17 FTE review to the State Board of Education confirms the Department's finding and action by the State Board of Education is pending. No funds related to the FY17 FTE review have been collected. The amount for FY17 recommended by the hearing officer is \$19,295,958. In addition to the amount recovered for the FY16 overpayment, the Department has withheld \$8,345,283 from ECOT's FY18 funding because ECOT continues to claim full state funding for each of its students without regard to whether those students are actually participating in learning opportunities or not. This additional withholding of 18.5% of the annual payment began in August 2017 to avoid an overpayment in FY18.

11) Given ECOT's falsification of student enrollment numbers, what steps are underway to recoup funds wrongfully disbursed by ODE in prior years?

Ohio Revised Code §3314.08(K)(1) limits the state's recoupment of funds to those years for which the Department has made a determination of overpayment for years for which a full-time equivalency review has been conducted.

12) Please provide a list of all charter schools and sponsors that have closed from 2013 to the present. Provide any available data that includes dates of closure, notice given to students, data regarding student transfers and transition summaries of charter schools that have closed.

Two lists have been provided to fulfill this request. "Enclosure C" is a list of all community schools that have closed since 2013. "Enclosure D" is a list of all sponsors that have closed since 2013.

13) What policies will the state put in place regarding charter school and charter school authorizers accountability and oversight to ensure this situation never happens again?

Please see the response to Question #2.

I hope that this information provides clarity around our commitment to supporting everyone impacted by the suspension of ECOT. I understand this is a challenging time for many people and appreciate the support of the State Board of Education, Governor Kasich, our partners in the General Assembly and all others who are working to ensure that every Ohio child receives a high-quality education in an environment that meets their individual needs.

Should any constituents impacted by this suspension contact your office, please encourage them to visit our website (<http://education.ohio.gov/>) or call us at (877) 644-6338.

Sincerely,

A handwritten signature in black ink, appearing to read "Paolo A. DeMaria". The signature is fluid and cursive, with the first name "Paolo" being more prominent.

Paolo DeMaria
Superintendent of Public Instruction

Enclosures:

- A. Educational Service Center of Lake Erie West Closure Plan
- B. Ohio Department of Education Community School Suspension and Closing Procedures
- C. List of Community Schools that have Closed from 2013 to Present
- D. List of Sponsors that have Closed from 2013 to Present
- E. Ohio Department of Education FAQ for Families Affected by a School Closure

Enclosure A



Educational Service Center of Lake Erie West Community Schools Center

E.05 - Closure Process

Attached you will find the ESCLEW's plan for overseeing school closure:

- ESCLEW Standard Operating Procedure (pg. 2-4) - Financial Difficulty or Closure Prior to End of School
- ESCLEW School Closure Quick List (5-6)
- ODE Closing Procedures (7-20) - as prescribed by the Ohio Department of Education
- 2015-2016 Closing Documentation (21-102) - The ESCLEW non-renewed one school during the 2015-2016 school year. That school, Virtual Schoolhouse, passed a resolution to close on June 7, 2016. We have included the governing authority resolution to close, evidence of ensuring parents were notified of the schools closure within two weeks and assistance in finding a new school, transfer of school records to local school district sign-off sheets, and updated ODE Closing Procedures checklist.



Educational Service Center of Lake Erie West Community Schools Center

ESC of Lake Erie West

Revised 04.04.2017

STANDARD OPERATING PROCEDURE: FINANCIAL DIFFICULTY OR CLOSURE PRIOR TO END OF SCHOOL YEAR

By authority of the community school contract executed between the ESC of Lake Erie West ("ESCLEW" or "Sponsor") and the Governing Authority ("School") as amended (the "Contract"), and provisions of Chapter 3314 of the Ohio Revised Code, including but not limited to, ORC 3314.03(D)(6) and 3314.015(E), and OAC 3301.102-05(A)(7), ESC of Lake Erie West's plan of action for responding to critical financial difficulties or closure experienced by the School prior to the end of the school year, is as follows:

1. Pursuant to the community school contract, the School must cooperate fully with the Sponsor in all activities as required by Ohio Department of Education (ODE) regulations for oversight of the School, including but not limited to:

- Annual file updates as requested by ESCLEW;
- Annual Review of Auditor reports;
- Timely submission of both the October and May 5-year forecasts;
- Timely submission of the board approved annual School Budget;
- Monthly reviews of the school's financial position; and
- Other appropriate requests for information from ESCLEW or ODE.

Further, pursuant to the community school contract, the School shall comply with all reasonable requests of the Sponsor. Failure to do so may constitute grounds for Sponsor to place the School on probation, suspension, and/or termination of the Contract. In Article VIII. of the Contract, the School specifically recognizes ESCLEW's authority to intervene in, correct, declare probationary status of, suspend, terminate, or non-renew the school's Contract and correct problems in school performance.

In the event the School experiences financial difficulties, ESCLEW will utilize its authority under Ohio Revised Code, Ohio Administrative Code, and Article VIII. of the Contract to obtain necessary information from the School to identify causes, develop potential remedies, and prepare contingency plans, if necessary.

The Sponsor shall require the School to develop and implement a remedial plan to address the school's financial difficulties in a timely manner. Such remedial plan may include, but is not limited to:



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- School providing more frequent or enhanced financial reporting to Sponsor; arrangements for on-site financial inspections and/or audits of the School by Sponsor or sponsor's representatives.
- Providing supplemental reports to the Sponsor confirming the implementation of remedial steps in accordance with an agreed upon timetable.
- School's attainment of specified financial benchmarks according to an agreed upon timetable. Sponsor may compel the School to provide such a remedial plan through the use of probation or notice of intent to suspend.

In the event the School fails to provide an acceptable remedial plan, or fails to implement a remedial plan approved by the Sponsor, the Sponsor reserves the authority to require changes to the management of the School, to the extent permitted by Ohio Revised Code Chapter 1702, or other applicable law. Pursuant to the community school contract, as permitted by law, the School grants ESCLEW power of attorney to carry out provisions of applicable law and the contract on behalf of the School, should it become necessary to do so by the sponsor's sole discretion, and to appoint a new Board of Directors for the School for cause or breach of the Contract.

If the School is not able to remedy its financial difficulties in a manner satisfactory to ESCLEW, then ESCLEW reserves the right to terminate the school's contract in accordance with provisions of Ohio Revised Code 3314.07.

2. ESCLEW's plan of action in the event the School is suspended, terminated, or otherwise closes such that the School ceases operation prior to the end of the school year, is as follows:

ESCLEW will take every possible reasonable step to avoid a mid-year closure. Prior to any decision to suspend or close school operations mid-year, ESCLEW may take steps including but not limited to:

- At the ESCLEW Board's discretion, waive school sponsorship fees for a specified period of time.
- ESCLEW staff may assist in the renegotiation of contracts to gain more favorable terms for the school.
- ESCLEW staff may meet directly with the school Treasurer and Director to evaluate spending in all areas and develop a plan to reduce expenses while maintaining required minimum staffing levels.



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In the event every possible step towards a solution has been taken and the school must be closed, ESCLEW shall comply with the provisions of ORC 3314.07, 3314.072, and 3314.073 regarding the procedures and notices for placing the School on probationary status, suspension, and/or termination.

In the event it becomes necessary for the Sponsor to suspend or terminate the school's Contract, ESCLEW will adhere to the **Community School Suspension and Closing Procedures** and forms prescribed by the Ohio Department of Education.

The following steps are strong areas of focus for ESCLEW to ensure the best possible transition for students and staff affected by the closure.

- Immediate communication of closure with ODE, parents, and school staff.
- Direct communication with the local public school district to arrange delivery of records and to ensure parents receive support as they transition to a new school.
- Coordination with the closure school to host an enrollment fair for all school options available in the area so parents are fully aware of choices and can be assisted in the transition to a new school.
- Coordination with the closure school to ensure both student records and staff files are completely organized and ready for delivery to prevent any delays during the transition.



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ESC of Lake Erie West: School Closure Quick List

*This list is for reference of all parties involved in closure. It does not replace the official closing assurances provided by ODE

School Responsibilities

- Board resolution for closure of school
- Board resolution for disposition of assets
- Notification to parents of closure – Letter must include the following
 - Reason for closure
 - Options for enrolling in other schools
 - Location of student records
 - Contact info for Sponsor
- Notify Teachers of closure – Letter must include the following
 - Clarification of COBRA or other benefits
 - Information on the location of LPDC documents
 - Reminder to faculty of obligation to teach until last day
 - Sponsor contact info
- Organization of all student records
 - Make copies of all current student records
 - Create list of all current students including address, grade, and resident district
 - A copy of the list must be provided to each resident district (broken out)
 - Organize student files by grade and in alphabetical order
 - Name and SSID should be clearly visible
 - Create list of all graduates with date of graduation and transcripts
 - Keep all SPED files separate for delivery directly to SPED office at resident district
 - Deliver ORIGINAL files to resident districts within 7 days of school closure
 - Must obtain signature from each receiving district
- Schedule FTE review with area coordinator
- Confirm all assets are accounted for once Treasurer provides the asset listing

Documents School Staff must provide to Sponsor

1. Copy of parent letter
2. Copy of staff letter
3. Copy of Board closure resolution
4. Copy of Board resolution for Disposition of assets
5. Copy of any notices to ODE or Media for auction
6. Current student list including address, grade, and resident district
7. List of any graduates
8. Copy of email requesting FTE review
9. Copy of final FTE report
10. Copy of Delivery signatures to resident districts



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Treasurer Responsibilities

- Notify STRS/SERS of closure
 - Ensure STRS/SERS contributions are current
- Update and confirm the Fixed Asset list
 - Must include the funding source and Fair Market value
 - Create bill of sale for any assets sold
- Notify Auditor of State of school closure and schedule final audit
- Identify any School Facilities guarantees
- Identify any National School Lunch Program equipment purchases
- Create June 30 financials to include
 - Bank reconciliation
 - List of investments
 - List of Payables
 - Creation of priority list if not enough funds to pay everyone
 - List of unused checks
 - List of petty cash
 - List of bank accounts
 - Closing bank accounts when all transactions complete
 - Payroll reports
 - List of Accounts receivable
- Return all unused funds to ODE

Documents Treasurer must provide to Sponsor

1. All June 30 financials
2. Copy of email to STRS/SERS for closure
3. Copy of email to AOS requesting final audit
4. Asset list with all required elements
5. Any Bills of Sale for assets
6. Accounts payable listing with priority listing
7. Copy of remission check to ODE for unused funds

Enclosure B

Community Schools Guidance Letter #2010-4**Effective Date: July 1, 2010****Updated: July, 2015****Community School Suspension and Closing Procedures****Objective**

To provide procedures for use by a community school's governing authority, as overseen by its sponsor/authorizer, to ensure the orderly and complete wind-up of a community school's operations when the school suspends operations and/or closes.

Statutory Requirement for Closure**Ohio Revised Code Section [3314.015](#) Oversight of authorizers.**

Division (E) The department shall adopt procedures for use by a community school governing authority or authorizer when the school permanently closes and ceases operation, which shall include at least procedures for data reporting to the department, handling of student records, distribution of assets in accordance with section [3314.074](#) of the Ohio Revised Code (ORC), and other matters related to ceasing operation of the school. A suspended school has ceased operations. To facilitate an orderly close-out, should a suspended school fail to remedy the conditions that caused its suspension, the guidance and checklist have been expanded to include suspended schools.

Statutory Requirement for Suspension

Ohio Revised Code Section [3314.072](#) Suspending operation of noncomplying school. Suspension procedures are in place to protect the health, safety and welfare of students when a school is non-compliant with their contract terms and state and federal law. The conditions under which a school may be suspended, as well as the school's procedural rights are described in ORC Section 3314.072. As soon as the sponsor notifies the school that it is suspended, the school's governing authority is required to immediately notify school employees and students' parents of the suspension and reasons for the suspension. The suspension becomes fully effective if the school's governing authority fails to provide the sponsor with an approvable remedy within 5 days of the suspension notice. To prevent a school from remaining in suspended status indefinitely, without any realistic expectation of reopening, in 2013, the law was amended to impose a date by which the contract becomes void if no approvable remedy has been found. A school that is suspended must provide a remedy for the conditions leading to the suspension by 9/30 of the following school year. At that point, the contract becomes void.

Unless otherwise indicated, all steps apply during a suspension.

Policy

Authorizers must provide and execute a plan for an orderly winding-up of a community school's affairs when a community school is closing its doors, including when a school suspends its operations. A school is suspended when the authorizer notifies the department that the school is ceasing operations for the time being. A suspended school has until September 30th of the school year immediately following the school year in which the operation of school was suspended to provide the authorizer with an acceptable remedy to resume operations. Otherwise, the school's contract becomes void on that date and it is considered closed. A school is officially closed when instruction is no longer taking place and the governing authority or authorizer issues an official notice which states the reason for and date of the school's closure. The authorizer and a representative of the governing board are required to complete and sign the *Suspension & Closing Assurance Form* attached to this guidance letter. The role of the authorizer in this process is to assure that the community school's governing authority has taken all reasonable and required actions to fully address suspension or closing issues and/or to take those actions itself if the governing authority is no longer able or functioning. Inasmuch as a plan for school closure is a required part of the school's contract with the authorizer, final preparations as part of that plan should be in place prior to the last day students are in attendance.

Guidance

This guidance provides a *Suspension & Closing Assurance Form* required to be submitted by the authorizer of each closed community school. By completing this assurance, authorizers attest that proper notifications have occurred, required data have been submitted (or a plan is in place if data must be submitted after the close of the school), records have been properly distributed, assets have been properly disposed with dates recorded as indicated, a final student enrollment (FTE) review has been conducted, and the state audit will be scheduled within 30 days of the closure. Preferably, the FTE review will be completed within 7 business days of the school's ceasing operations, if possible, or within 7 business days of the Area Coordinator's notification of the school's suspension or closing by the department. Completing the FTE review before the original student records have been sent to the district(s) of residence is desirable. The authorizer should be aware of the school's actions to accomplish both the FTE review and scheduling of the audit, so that if the school has not made these arrangements in a timely fashion, the authorizer make these contacts so that this timeline can be met.

There are five sections that comprise the community school authorizer *Suspension & Closing Assurance Form*. Four sections, *Initial Notifications*, *Student Records and School Records*, *Disposition of Assets*, *Payments to Creditors*, and *Preparation of Itemized Financials*, are to be completed as soon as practicable after the closure of the school. In the event that refunds are generated at a later date, the Authorizer shall follow the instructions in the *Preparation of Itemized Financials* section and complete the fifth section, *Final Payments and Adjustments*.

If conditions delay timely submission of a completed *Suspension & Closing Assurance Form*, the authorizer shall submit the Closing Assurance, noting any item which is incomplete, and make arrangements with the Office of Quality School Choice to send in an updated Closing Assurances at a later, expected date.

Records

Authorizers are required to see that all school records that are needed by the Ohio Department of Education, Ohio Auditor of State, U. S. Department of Education, and other interested entities are secured and available for completing the school's closing. Records generally describe an account in permanent form, preserving knowledge or information about facts, transactions, or events maintained and kept for the proper administration of the school, and include student, staff, and administrative/financial information. Please note the following categories and types of records should not be considered as the entire list of documents which might be examined during a closing procedure. Other records may be requested during an FTE review or final audit.

Student records include but are not limited to: documents normally found in permanent record folders that are necessary for these reviews and audits, include attendance records that detail enrollment and attendance history; grades and grade levels achieved; transcripts, particularly for students enrolled in grades 9-12 and for graduates of the school; proof of residency documents that identify a student's home district; two (2) SOES reports, one with names and SSID numbers, and one with SSID numbers only; special education folders; and other such information that may be maintained and kept in a student permanent record folder.

Staff records include but are not limited to: employment agreement or contract; salary and benefits information; attendance and leave information; employee licenses; LPDC status and record of continuing education; and other such information that may be maintained in an employee record folder.

Administrative/financial records include but are not limited to: lease or rental agreement; deed if property is owned; inventories of furniture and equipment, including purchase price, source of funds for payment, date purchased, and property tag number; bank and financial reports, including all financial statements created by the fiscal officer; bank statements and checks; schedule of unpaid debt detailing amount, vendor and date of obligation; invoices, receipts, vouchers, and purchase orders that detail expenditures, grant records, including detail of federal and state grant awards and final expenditure reports, contracts; and other such information that may be maintained to serve as the administrative/financial records for the school.

Record Retention for all school records (student, personnel, fiscal, etc.) shall be secured by the authorizer prior to closing and shall be maintained until such time as detailed under records retention requirements. In the case of student records, see in particular the procedures detailed in Initial Notifications, Student Records and School Records on the Assurance Form. All records should be retained based on the following federal and state requirements:

Record retention is governed by the record retention requirements of the governing entity's record retention requirements. The DAS site for records retention schedules can be found [here](#). The federal records retention schedules can be found [here](#).

All such records are to be secured by the authorizer prior to closing and shall be maintained until such time as detailed under records retention requirements. In the case of student records, see in particular the procedures detailed in Initial Notifications, Student Records and School Records on the Closing Assurance Form.

Additional Resource

The National Association of Charter School Authorizers has a helpful document describing closure assurances which can be found [here](#).

Add something about uploading the guidance if the school is suspended

Submit the Closing Assurance Form by uploading it into your named authorizer folder in the document exchange, accessed through your SAFE account, Collaboration Center

Office of Quality School Choice
Ohio Department of Education
25 South Front St., Mail Stop 307
Columbus, Ohio 43215-4183
(614) 466-7058 (Fax) (614) 466-8506

Suspension & Closing Assurance Form

School Name: _____

Authorizer Name: _____

Suspension or Closing: _____

To the extent that the school governing authority and/or the school's fiscal officer is unable or unwilling to execute its responsibilities in effecting an orderly suspension or closure of the school, the authorizer shall assume part or all of such tasks to the full extent possible.

I. Initial Notifications, Student Records and School Records	
Completion Date	Action
	1. Notify the Office of Quality School Choice that the school is suspending or closing; within 24 hours of the action, send in the community school's board resolution or official authorizer notice, including the date of closing. A school is suspended or closed for instruction when instruction is no longer taking place. A school may have a later official closing date if closing actions such as filing final expenditure reports or submitting EMIS data necessitate the school maintaining a status of Inactive in OEDSR so that it can complete these or similar actions. If a school's closing occurs as a result of continued poor academic performance (ORC Section 3314.35 or 3314.351) often referred to as "closed by operation of law", there is no expectation that the authorizer will send in a notice, unless the school is closing prior to the end of the school year. In that instance, it is expected that the authorizer will notify the Office of Quality School Choice within 24 hours of the decision to close sooner than the end of the academic year.
	2. Provide a clear written timeline of the suspension/closing process.
	3. Notify parents that the school is suspending/closing through a formal letter from the school Governing Authority and the authorizer superintendent or CEO within 24 hours of the action. The letter to include but not limited to: the reason for the suspension/closing of the school, options for enrolling in another community school, traditional schools or nonpublic schools and contact information.

	4. Provide each parent with the location that their child's records are being delivered.
	5. Provide authorizer contact information to all parents.
	6. Provide each parent with the location that their child's records are being delivered.
	7. Notify the teachers and staff that the school is closing.
	8. Ensure that STRS and SERS contributions are current.
	9. Clarify COBRA benefits and when medical benefits ends. In the case in which the staff and faculty are employees of a management company, ensure that all employees have a contact person at the management company who will assist them through the transition.
	10. Remind the faculty of their obligation to teach up to the date of closing or otherwise determine that the school is properly staffed up to the day of closing.
	11. Ensure that each faculty member's LPDC information is current and available to the teachers.
	12. Provide authorizer contact information to all staff.
	13. Notify the Ohio State Teachers Retirement System and School Employees Retirement System.
	14. Notify the Area Coordinator's office to schedule the student enrollment/FTE review. Preferably, the FTE review should be completed within 7 business days of the closing, if possible, or within 7 business days of the Area Coordinator's notification of the school's closing by the department.
	15. Take control of and secure all school records, property and assets immediately when the school suspends or closes, to the extent possible. In the case in which the building's landlord seizes the facility and its contents, or when a governing authority reneges on its obligations or other unforeseen circumstances, legal action

	<p>may be necessary. The authorizer should share any such circumstances with the Office of Quality School Choice as quickly as possible.</p> <p>Note: The DAS site for records retention schedules can be found here. The federal records retention schedules can be found here.</p>
	16. Put student records in order and produce transcript materials immediately. The expectation is that records would be organized by grade level and district of residence, with the student's name and SSID clearly displayed.
	17. If the school has graduated students, compile a list of the names and dates of all graduates and retain that list.
	18. Have copies of each list ready for the resident district receiving the records and the authorizer.
	19. Have all available IEP, enrollment and attendance records available for the completion of the FTE closure review.
	20. Prepare a list of all students (name and SSID), and the resident district to which the student's records are to be delivered.
	21. Have copies of each list ready for the resident district receiving the records and the authorizer.
	22. Make copies of all students' records and retain the copies for use by the Auditor of State.
	23. Deliver the original student records to each student's district of residence within seven business days of the school's closure.[ORC Section 3314.44]
	<p>24. Upon delivery, provide a list of the records given to the district representative, and obtain the name and signature of the individual receiving the records and the date.</p> <p>Note: Special education records shall be provided directly to each receiving school or school district's special education administrators for all students with disabilities.</p>

	25. Provide the authorizer with an updated list indicating delivery information.
	26. Notify the Auditor of State of the school's closing/suspension and schedule a final audit.

Please note: The numbering does not indicate a specific sequence of steps; it is intended for ease of reference.

II. Disposition of Assets
<p>If the governing authority does not retain a treasurer to oversee the remaining financial activity, the authorizer may act as or appoint a receiver to oversee the closing of the financial records in the absence of a fiscal officer.</p>
<p>Keep assets separated by source of funding, state or federal, for purposes of disposition.</p> <p>Federal dollars cannot be used to pay state liabilities. Account for all school property throughout the closing process by distinguishing state from federal dollars.</p> <p>For Federal Title and other consolidated and competitive funds, follow EDGAR liquidation procedures in 34 CFR 80.32 including disposition for items valued at \$5,000 or greater.</p> <p>For assets purchased with Federal funds that have a value of less than \$5,000 and all assets purchased with state funds, follow the school's disposition plan and track the disposition for each asset.</p>
<p>Note: Technology equipment received as part of the Erate program is federal property and cannot be sold as part of the school's assets. Specific guidance on donating the equipment can be found here.</p>
<p>Note: If a community school closes and ceases to operate as a community school and the school has received computer hardware or software from the former Ohio SchoolNet commission or the former eTech Ohio commission, such hardware or software shall be turned over to the department of education, which shall redistribute the hardware and software, to the extent such redistribution is possible, to school districts in conformance with the provisions of the programs as they were operated and administered by the former eTech Ohio commission.</p>

Completion Date	Action for assets purchased with either state or federal funds
Closure only	<p>27. Review the financial records of the school.</p> <p>28. Establish check off list of assets including all inventory with proper USAS codes, state codes, and the price of each item and identify the source of funds; in the case of donated items follow the accounting guidance.</p> <p>29. Establish the fair market (initial and amortized) value following generally accepted business rules and in a transparent manner. The Uniform Commercial Code offers guidelines for liquidating assets in a commercially reasonable manner for all state purchased assets and federally purchased assets that have a value of less than \$5,000 (ORC 1309.627).</p> <p>Note: Essentially, the price should be at the current price in any recognized market at the time of disposition or otherwise consistent with reasonable practices among dealers in the type of property subject to disposition. The school's governing authority's capital assets policy should also be followed.</p> <p>If an asset has \$0 market value and the school is planning to dispose of the asset at a public auction, the school should still place a minimal value on the item.</p>
	30. Identify staff that will have legal authority for payment processes (e.g. checks, cash, credit cards, etc.).
Closure only	31. Establish disposition plan for any remaining items.
Closure only	32. Notify Office of Quality School Choice, then public media (print media, radio) of the date, time and location of any property disposition auction.
Closure only	33. Provide board resolutions and minutes of any assets transferred at no cost to another school.
Closure only	34. Identify any State Facilities Commission guarantees, if applicable.

Closure only	35. Prepare documentation for disposition of the school's fixed assets.
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Completion Date	In Addition, for Assets purchased with Federal funds
Closure only	<p>36. For all federal program purchases that have a value of \$5,000 or greater, follow steps number 26 through 30 and 32 and EDGAR liquidation procedures in 34 CFR 80.32.</p> <p>Note: Unless otherwise <i>described</i> below for the Public Charter School Program and the National School Lunch Program, all items purchased with federal funds may be sold at auction. However, for any item with a value of \$5,000 or higher, the item must be labelled on the disposition of assets record as having been purchased with federal dollars along with the purchaser information (name of school or organization and contact).</p>
Closure only	<p>37. <u>Public Charter School Program, if applicable.</u></p> <ol style="list-style-type: none"> PCSP assets must first be offered to other community schools with requisite board resolutions consistent with the purpose of the PCSP. If there are no takers, then an auction sale must be held to dispose of the assets along with the state funded assets. After the above steps have been taken, any remaining assets may be offered to any public school district with documented board resolutions by the community school and the accepting district. Provide OCS with a written report of the property, and if available, a bill of sale.
Closure only	<p>38. <u>National School Lunch Program.</u></p> <p>Cafeteria equipment purchased with funds from the National School Lunch Program can only be liquidated through written guidance issued by the Office for Child Nutrition (OCN). Contact OCN prior to proceeding with any liquidation of Equipment.</p>
	In Addition, for Assets purchased with State funds

Closure only	39. In addition to establishing a fair market value, track sale of items and have supporting board resolutions for donation of items to another community or other public school or non-profit entity.
Closure only	40. Consistent with ORC Section 3314.051 , offer real property acquired from a public school district to that school district's board first at fair market value. If the district board does not accept the offer within 60 days, dispose of the property in another lawful manner.

III. Payments to Creditors	
<p>For suspended schools, ensure that employees' salaries, STRS/SERS and IRS obligations are current. For closing schools, the authorizer should consult with its legal counsel prior to implementing this section to determine if there are any outstanding federal or state claims that may need to be paid first including but not limited to federal and state taxes, Medicare, Workers Compensation, and city wage taxes. If applicable, provide documentation of any Workers Compensation claims.</p> <p>Note: The authorizer is obligated to retain the school's financial records and should follow the relevant state and federal records retention schedules. The DAS site for records retention schedules can be found here. The federal records retention schedules can be found here.</p>	
<p>With two exceptions, noted below, utilize only state dollars, auction proceeds, foundation dollars and any other non-federal dollars to pay creditors in the following order:</p>	
Completion Date	Action
	41. Retirement funds of employees of the school, such as 401 (K)'s.
	<p>42. STRS/SERS/retirement systems and other adjustments - see ORC 3314.074.</p> <p>NOTE: Teachers, administrators and other staff working for a conversion community school through a contract with the sponsoring district should be treated as employees under ORC Section 3314.074.</p>
	43. Teachers and staff

	Exception: Federal dollars can be used to pay the teacher costs and STRS/SERS/retirement costs for any employees who were paid from federal funds when the school was open.
	<p>44. Private creditors or those entities that have secured a judgment against the school, including audit preparation and audit costs (prepared financials);</p> <p>Exception: Audit preparation costs can be paid from federal funds under certain conditions. Contact the Office of Grants Management for specific guidance before applying any costs against federal funds to support audit costs. Please refer to Auditor of State Bulletin 2009-011.</p>
	<p>45. Any remaining funds shall be paid to the department of education for redistribution to the school districts in which the students who were enrolled in the school at the time it ceased operation were entitled to attend school under ORC section 3313.64 or 3313.65. The amount distributed to each school district shall be proportional to the district's share of the total enrollment in the community school.</p>
	If the assets of the school are insufficient to pay all persons or entities to which compensation is owed, the prioritization of the distribution of the assets to individual persons or entities within each class of payees may be determined by decree of a court in accordance section 3314.074 and Chapter 1702 of the ORC.

IV. Preparation of Itemized Financials & Documents for FTE Review	
Completion Date	Action
	Review and prepare the following itemized financials:
	46. Year-end financial statements, notes to the financial statements and if applicable schedule of federal awards.
	47. A cash analysis (taking the previous month's recap and reconciliation of bank accounts to books) for determination of the cash balance as of the closing date).

	48. List of investments in paper hard copy format.
	49. List of all payables and indicate when a check to pay the liability clears the bank.
	50. List of all unused checks (collect and void all unused checks).
	51. List of any petty cash.
	52. List of bank accounts, closing the accounts once all transactions are cleared.
	53. List of all payroll reports including taxes, retirement or adjustments on employee contract.
	54. List of all accounts receivable.
	55. List of assets and their disposition.
	56. FTE review complete.

V. Final Payments and Adjustments	
Completion Date	Action
	<p>The authorizer shall continually monitor the condition of the closed school and be prepared to receive or transmit funds on behalf of the school as directed by an appropriate agency. Receipt of funds can happen more than a year after a school's closure, and the authorizer is obliged to serve as the recipient of such funds and adjustments.</p> <p>If the assets of the school are insufficient to pay all persons or entities to which compensation is owed, the prioritization of the distribution of the assets to individual persons or entities within each class of payees may be determined by decree of a court in accordance with Section 3313.074 and Chapter 1702 of the ORC.</p>
	57. Receive any funds or adjustments credited to the account of the closed school.

	58. Determine if any portion of any funds or adjustments can be applied to satisfy any remaining debt; payables (any money owed to another).
	59. Send all or the remaining portion to the Ohio Department of Education, Office of Budget and School Funding, for final disposition.

The authorizer and school governing authority representative identified below certify that all steps listed above were completed, unless otherwise noted.

School: _____

Governing Authority Representative _____ Date: _____

Authorizer: _____

Authorizer Representative: _____ Date: _____

The School's governing authority and the authorizer execute the Suspension or Closing Assurance Form and maintain it with copies sent to the Office of Quality School Choice. Submit the *Suspension & Closing Assurance Form* by uploading it into your named authorizer folder in the document exchange, accessed through your SAFE account, Collaboration Center.

Enclosure C

Senator Sherrod Brown Request -- January 30, 2018
List of Community Schools that have Closed from 2013 to the Present

School IRN	School Name schools that educated students	Sponsor Name	Sponsor Type	Status	First Year Funded	Closure Date	Year	Explanation for closure	Voluntary, Ordered, Closure Law, Non-renewal	Closure Notes
013204	Walton Institute for Scholarly Education (WISE)	Educational Resource Consultants of Ohio	501(c)3	Closed	2012-2013	1/29/2013	FY13	Contractual non-compliance - failed to make minimum enrollment	Ordered	O.R.C.3314/07(B)(1)(a)(b)
000277	ScholArts Preparatory and Career Center for Children	Kids Count of Dayton	501(c)3	Closed	2004-2005	2/12/2013	FY13	Contractual non-compliance - Financial viability	Ordered	O.R.C.3314/07(B)(1)(a)(b)
151043	River Valley Digital Academy	River Valley Local School District	Public School District	Closed	2004-2005	2/14/2013	FY13	No longer met founding need	Voluntary	O.R.C.3314.07(B)(1)(c)
008066	Lion of Judah Academy	Dept Of Education	State Agency	Closed	2006-2007	5/3/2013	FY13	Closed by governing authority - sponsor approved	Voluntary	O.R.C. 3314.07(B)(1)
009178	Romig Road Community School	Buckeye Community Hope Foundation	501(c)3	Closed	2007-2008	5/24/2013	FY13	Closed by operation of law - poor academic performance	Closure law	O.R.C.3314/07(B)(1)
000784	Academy of Columbus	Buckeye Community Hope Foundation	501(c)3	Closed	2005-2006	6/15/2013	FY13	Poor academic and financial performance	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
143636	World Collegiate Preparatory School	St. Aloysius Orphanage	501(c)3	Closed	2001-2002	6/28/2013	FY13	No longer met founding need	Voluntary	O.R.C.3314/07(B)(1)
013083	Bio-Med Science Academy	Mahoning County ESC	Educational Service Center	Closed	2012-2013	6/30/2013	FY13	School was converted to a STEM school	Voluntary	O.R.C. 3314.07(B)(1)
143412	Crittenton Youth Academy (Directions for Youth Community School)	St. Aloysius Orphanage	501(c)3	Closed	2002-2003	6/30/2013	FY13	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
000652	Five R's Academy	Canton Local School District	Public School District	Closed	2007-2008	6/30/2013	FY13	No longer met founding need	Voluntary	O.R.C. 3314.07(B)(1)
009165	Gahanna Community School	Gahanna-Jefferson City School District	Public School District	Closed	2008-2009	6/30/2013	FY13	No longer met founding need	Voluntary	O.R.C. 3314.07(B)(1)
000195	Hope Academy East Campus	St. Aloysius Orphanage	501(c)3	Closed	2003-2004	6/30/2013	FY13	Contractual non-compliance - academic performance	Ordered	O.R.C.3314/07(B)(1)(a)
011530	L.E.A.D. Academy	Portage County ESC	Educational Service Center	Closed	2010-2011	6/30/2013	FY13	Suspended contract; failed to remedy	Ordered	O.R.C. 3314.072(E)(1)
011434	L.E.A.R.N. Academy	Portage County ESC	Educational Service Center	Closed	2009-2010	6/30/2013	FY13	Suspended contract; failed to remedy	Ordered	O.R.C. 3314.072(E)(1)
142984	Lancaster Digital Academy	Lancaster City School District	Public School District	Closed	2002-2003	6/30/2013	FY13	No longer met founding need	Voluntary	O.R.C. 3314.07(B)(1)
012570	Leadership Academy of Mathematics & Science of Cincinnati	Ohio Council of Community Schools	501(c)3	Closed	2011-2011	6/30/2013	FY13	Contractual non-compliance; failed to constitute a governing authority	Ordered	O.R.C.3314/07(B)(1)(a)
133363	Quest Academy Community School	ESC of Lake Erie West fka Lucas County ESC	Educational Service Center	Closed	2000-2001	6/30/2013	FY13	Closed by operation of law - poor academic performance	Closure law	O.R.C.3314/35
000777	Education Academy at Linden	St. Aloysius Orphanage	501(c)3	Closed	2006-2007	7/11/2013	FY14	No longer met founding need	Voluntary	O.R.C. 3314.07(B)(1)
012090	Academy of New Media Middle School	St. Aloysius Orphanage	501(c)3	Closed	2011-2012	8/16/2013	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
012002	College Hill Leadership Academy	Richland Academy	501(c)3	Closed	2012-2013	8/21/2013	FY14	No longer met founding need	Voluntary	O.R.C. 3314.07(B)(1)
013180	B.A.J.I.M. Village Academy	Educational Resource Consultants of Ohio	501(c)3	Closed	2012-2013	9/27/2013	FY14	Contractual non-compliance	Ordered	O.R.C.3314/07(B)(1)(a)(b)
014171	STEM Academy for Entrepreneurial Development	Office of School Sponsorship	State Agency	Closed	2013-2014	9/30/2013	FY14	Contractual non-compliance - failed to make minimum enrollment	Ordered	O.R.C.3314/07(B)(1)(a)(b)
012685	Steve Sanders Academy	St. Aloysius Orphanage	501(c)3	Closed	2011-2012	12/8/2013	FY14	Closed by authorizer - failed to remedy suspension conditions	Ordered	O.R.C.3314.351
013500	Directional Academy	North Central Ohio ESC	Educational Service Center	Closed	N/A	12/17/2013	FY14	Contractual non-compliance	Ordered	O.R.C. 3314.07(B)(1)(a)(b)
014005	Secor Gardens	North Central Ohio ESC	Educational Service Center	Closed	2013-2014	2/10/2014	FY14	Financial viability	Voluntary	O.R.C.3314/07(B)(1)(b)
011470	A. B. Graham Academy	Graham Local School District	Public School District	Closed	2009-2010	6/30/2014	FY14	Authorizer non-renewed, Governing authority could not find a new sponsor.	Ordered	O.R.C.3314/07(B)(1)(d)
012683	Accelerated Achievement Academy of North Cincinnati	St. Aloysius Orphanage	501(C)3	Closed	2011-2012	6/30/2014	FY14	Contractual non-compliance	Ordered	O.R.C. 3314.07(B)(1)
008061	Arts and Science Preparatory Academy	St. Aloysius Orphanage	501(C)3	Closed	2005-2006	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
013164	Believe to Achieve-Canton	Ohio Council of Community Schools	501(C)3	Closed	2012-2013	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
013165	Believe to Achieve-Cleveland	Ohio Council of Community Schools	501(C)3	Closed	2012-2013	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
014060	Brown Street Academy	Buckeye Community Hope Foundation	501(C)3	Closed	2013-2014	6/30/2014	FY14	Voluntary closure	Voluntary	O.R.C. 3314.07(B)(1)
151076	Cardington Lincoln Local Digital Academy	Cardington Lincoln Local School District	Public School District	Closed	2004-2005	6/30/2014	FY14	Merged with/ converted to a traditional public	Voluntary	O.R.C. 3314.07(B)(1)
143495	Constellation Schools: Mansfield Community Elementary	ESC of Lake Erie West fka Lucas County ESC	Educational Service Center	Closed	2003-2004	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
009909	Constellation Schools: Mansfield Community Elementary	Buckeye Community Hope Foundation	501(c)3	Closed	2008-2009	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
134288	East End Community Heritage School	Educational Resource Consultants of Ohio	501(c)3	Closed	2000-2001	6/30/2014	FY14	Closed by operation of law - poor academic performance	Closure law	O.R.C. 3314.07(B)(1)
010005	Horizon Science Academy Cleveland Elementary School	Buckeye Community Hope Foundation	501(c)3	Closed	2008-2009	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
011987	Horizon Science Academy Toledo Downtown	Buckeye Community Hope Foundation	501(c)3	Closed	2010-2011	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
008065	Imani Learning Academy	Ohio Council of Community Schools	501(c)3	Closed	2005-2006	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
143354	ISUS Institute of Health Care	St. Aloysius Orphanage	501(c)3	Closed	2004-2005	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
010006	Knight Academy	Ohio Council of Community Schools	501(c)3	Closed	2008-2009	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
000426	Lancaster Fairfield Community School	Lancaster City School District	Public School District	Closed	2004-2005	6/30/2014	FY14	No longer met founding need	Ordered	O.R.C. 3314.07(B)(1)
014190	Life Skills High School of Springfield	Office of School Sponsorship	State Agency	Closed	2013-2014	6/30/2014	FY14	Declining enrollment	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
143453	Mollie Kessler	Buckeye Community Hope Foundation	501(c)3	Closed	2002-2003	6/30/2014	FY14	Contractual non-compliance - academic performance	Ordered	O.R.C.3314/07(B)(1)(a)
000481	P.A.C.E. High School	ESC of Lake Erie West fka Lucas County ESC	Educational Service Center	Closed	2003-2004	6/30/2014	FY14	Financial viability	Voluntary	O.R.C. 3314.07(B)(1)
000909	VLT Academy	Educational Resource Consultants of Ohio	501(c)3	Closed	2005-2006	8/1/2014	FY15	Contractual noncompliance - Poor academic performance and financial viability	Ordered	O.R.C.3314/07(B)(1)(a)(b)
000445	General Chappie James Leadership Academy	Kids Count of Dayton	501(c)3	Closed	2004-2005	9/11/2014	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
011985	Theodore Roosevelt Public Community School	Richland Academy	501(c)3	Closed	2010-2011	9/16/2014	FY15	Contractual noncompliance - Financial viability and other good cause	Ordered	O.R.C.3314/07(B)(1)(a)(b)
013915	Barnett Academy of Columbus East	North Central Ohio ESC	Educational Service Center	Closed	2013-2014	9/30/2014	FY15	Suspended contract; failed to remedy by Sept 30th	Ordered	O.R.C. 3314.07(B)(1)
013332	First Time Learners Academy	North Central Ohio ESC	Educational Service Center	Closed	2013-2014	9/30/2014	FY15	Suspended contract; failed to remedy by Sept 30th	Ordered	O.R.C. 3314.07(B)(1)
014071	Olympus High School Columbus East	St. Aloysius Orphanage	501(c)3	Closed	2013-2014	9/30/2014	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
014214	Olympus High School Columbus Northeast	St. Aloysius Orphanage	501(c)3	Closed	2013-2014	9/30/2014	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
014077	Olympus High School Columbus Southwest	St. Aloysius Orphanage	501(c)3	Closed	2013-2014	9/30/2014	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
014070	Olympus High School Columbus West	St. Aloysius Orphanage	501(c)3	Closed	2013-2014	9/30/2014	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
014156	Olympus High School Dayton Central	St. Aloysius Orphanage	501(c)3	Closed	2013-2014	9/30/2014	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
014079	Olympus High School Dayton East	St. Aloysius Orphanage	501(c)3	Closed	2013-2014	9/30/2014	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
114073	Olympus High School Dayton Northwest	St. Aloysius Orphanage	501(c)3	Closed	2013-2014	9/30/2014	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
014078	Olympus High School Dayton Southwest	St. Aloysius Orphanage	501(c)3	Closed	2013-2014	9/30/2014	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
000743	Pschtecín Public School	North Central Ohio ESC	Educational Service Center	Closed	2005-2006	9/30/2014	FY15	Suspended contract; failed to remedy by Sept 30th	Ordered	O.R.C.3314/07(B)(1)
013998	Talented Tenth Leadership Academy for Boys	North Central Ohio ESC	Educational Service Center	Closed	2013-2014	9/30/2014	FY15	Suspended contract; failed to remedy by Sept 30th	Ordered	O.R.C.3314/07(B)(1)

Senator Sherrod Brown Request -- January 30, 2018
List of Community Schools that have Closed from 2013 to the Present

School IRN	School Name schools that educated students	Sponsor Name	Sponsor Type	Status	First Year Funded	Closure Date	Year	Explanation for closure	Voluntary, Ordered, Closure Law, Non-renewal	Closure Notes
013992	Talented Tenth Leadership Academy for Girls	North Central Ohio ESC	Educational Service Center	Closed	2013-2014	9/30/2014	FY15	Suspended contract; failed to remedy by Sept 30th	Ordered	O.R.C.3314/07(B)(1)
014080	Aladdin Academy	Mercer County ESC	Educational Service Center	Closed	2013-2014	6/30/2015	FY15	Merged into an ESC program	Voluntary	O.R.C. 3314.07(B)(1)
014158	Celerity Tenacia Charter School	North Central Ohio ESC	Educational Service Center	Closed	2013-2014	6/30/2015	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
009154	Cincinnati Leadership Academy	Buckeye Community Hope Foundation	501(c)3	Closed	2007-2008	6/30/2015	FY15	Contractual non-compliance	Ordered	O.R.C.3314/07(B)(1)(a)(b)
000946	Cleveland Community School	Office of School Sponsorship	State Agency	Closed	2005-2006	6/30/2015	FY15	Contractual noncompliance - Poor academic performance and financial viability	Ordered	O.R.C.3314/07(B)(1)(a)(b)
011487	Falcon Academy of Creative Arts	Field Local School District	Public School District	Closed	2010-2011	6/30/2015	FY15	Contract non-renewed, unable to find a new sponsor	Voluntary	O.R.C.3314/07(B)(1)(d)
143503	Lake Erie Academy	Office of School Sponsorship	State Agency	Closed	2002-2003	6/30/2015	FY15	Contract non-renewed, unable to find a new sponsor	Voluntary	O.R.C.3314/07(B)(1)(d)
014136	Mosaica Online of Ohio	Ohio Council of Community Schools	501(c)3	Closed	2013-2014	6/30/2015	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
132787	Springfield Academy of Excellence	Office of School Sponsorship	State Agency	Closed	2001-2002	6/30/2015	FY15	Academic/contractual non-compliance	Ordered	O.R.C.3314/07(B)(1)
014130	The Next Frontier Academy	Tri-County ESC	Educational Service Center	Closed	2013-2014	6/30/2015	FY15	Financial viability	Voluntary	O.R.C.3314/07(B)(1)
000949	Villaview Community School	Office of School Sponsorship	State Agency	Closed	2006-2007	6/30/2015	FY15	Academic/contractual non-compliance	Ordered	O.R.C.3314/07(B)(1)
012557	Woodland Academy	Buckeye Community Hope Foundation	501(c)3	Closed	2011-2012	6/30/2015	FY15	Unable to find a new sponsor	Voluntary	O.R.C.3314/07(B)(1)(d)
013174	Young Scholars Prep School	Buckeye Community Hope Foundation	501(c)3	Closed	2012-2013	6/30/2015	FY15	No longer met founding need	Voluntary	O.R.C. 3314.07(B)(1)
000585	FCI Academy	ESC of Lake Erie West fka Lucas County ESC	Educational Service Center	Closed	2004-2005	9/8/2015	FY15	Contractual non-compliance	Ordered	O.R.C.3314/07(B)(1)(a)(b)
014132	STEAM Academy of Cincinnati	Ohio Council of Community Schools	501(c)3	Closed	2013-2014	9/14/2015	FY15	Contractual noncompliance - Financial viability and other good cause	Ordered	O.R.C.3314/07(B)(1)(a)(b)
143164	Life Skills Center of Hamilton County	Ohio Council of Community Schools	501(c)3	Closed	2002-2003	4/27/2016	FY16	Suspension lifted, closed	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
012624	Accelerated Achievement Academy East Cincinnati	Richland Academy	501(c)3	Closed	2011-2012	6/30/2016	FY16	Closed by sponsor	Notice of non-renewal	O.R.C. 3314.07(B)(1)
009163	C M Grant Leadership Academy	St. Aloysius Orphanage	501(c)3	Closed	2008-2009	6/30/2016	FY16	Financial viability	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
000781	Cincinnati Speech & Reading Intervention	Richland Academy	501(c)3	Closed	2005-2006	6/30/2016	FY16	Governing authority decision to close at the end of the school year	Notice of non-renewal	O.R.C. 3314.07(B)(1)
013240	Cincinnati State STEM Academy	Office of School Sponsorship	State Agency	Closed	2012-2013	6/30/2016	FY16	Governing authority decision to close at the end of the school year	Notice of non-renewal	O.R.C. 3314.07(B)(1)
014633	City Prep Academy	Buckeye Community Hope Foundation	501(c)3	Closed	2014-2015	6/30/2016	FY16	Closed by sponsor	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
000420	Columbus Bilingual Academy	Richland Academy	501(c)3	Closed	2004-2005	6/30/2016	FY16	Low academic performance & financial issues	Notice of non-renewal	O.R.C.3314/07(B)(1)(a)(b)
012668	Garfield Academy	Buckeye Community Hope Foundation	501(c)3	Closed	2011-2012	6/30/2016	FY16	failure to meet student performance requirements, in the contract, violation of any provision of the contract or applicable state or federal law, and other good cause	Notice of non-renewal	O.R.C.3314/07(B)(1)(a)(b)
012629	Great Expectations Elementary School	Richland Academy	501(c)3	Closed	2011-2012	6/30/2016	FY16	Closed by sponsor	Notice of non-renewal	O.R.C. 3314.07(B)(1)
011948	Imagine Cleveland Academy	Office of School Sponsorship	State Agency	Closed	2010-2011	6/30/2016	FY16	Closed by sponsor	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
012628	Imagine Integrity Academy	Richland Academy	501(c)3	Closed	2011-2012	6/30/2016	FY16	Closed by sponsor	Notice of non-renewal	O.R.C. 3314.07(B)(1)
012052	Imagine on Superior	Office of School Sponsorship	State Agency	Closed	2010-2011	6/30/2016	FY16	Closed by sponsor	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
012631	Impact Academy Cincinnati	Richland Academy	501(c)3	Closed	2011-2012	6/30/2016	FY16	Closed by sponsor	Notice of non-renewal	O.R.C. 3314.07(B)(1)
151233	Lakewood Digital Academy	Lakewood Local School District	Public School District	Closed	2003-2004	6/30/2016	FY16	Contract expired	Notice of non-renewal	O.R.C. 3314.07(B)(1)
000392	Mansfield Enhancement Academy	Office of School Sponsorship	State Agency	Closed	2004-2005	6/30/2016	FY16	Closed by sponsor	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
012626	OAK Leadership Institute	Richland Academy	501(c)3	Closed	2011-2012	6/30/2016	FY16	closed by sponsor	Notice of non-renewal	O.R.C. 3314.07(B)(1)
012556	Pearl Academy	Buckeye Community Hope Foundation	501(C)3	Closed	2011-2012	6/30/2016	FY16	failure to meet student performance requirements, in the contract, violation of any provision of the contract or applicable state or federal law, and other good cause	Notice of non-renewal	O.R.C.3314/07(B)(1)(a)(b)
011436	Pleasant Education Academy	Pleasant Local School District	Public School District	Closed	2010-2011	6/30/2016	FY16	Voluntarily ceasing operations due to continued difficulty obtaining and maintaining enrollment of at least 25 student.	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
015240	Utica Shale Academy Belmont	Barnesville Exempted Village School District	Public School District	Closed	2015-2016	6/30/2016	FY16	mutual decision to close at the end of the school year	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
000564	Virtual Schoolhouse	ESC of Lake Erie West fka Lucas County ESC	501(c)3	Closed	2004-2005	6/30/2016	FY16	failure to meet student performance requirements, in the contract, violation of any provision of the contract or applicable state or federal law, and other good cause	Notice of non-renewal	O.R.C.3314/07(B)(1)(a)(b)
149336	Southwest Licking Digital Academy	Southwest Licking Local School District	Public School District	Closed	2003-2004	8/17/2016	FY17	Declining enrollment	Voluntary	O.R.C.3314/07(B)(1)(b)
014062	Life Skills High School of Middletown	Buckeye Community Hope Foundation	501(c)3	Closed	2013-2014	8/25/2016	FY17	Closed by governing authority - sponsor approved	Voluntary	O.R.C. 3314.07(B)(1)
015241	Ohio Valley Energy and Technology	Buckeye Local School District	Public School District	Closed	2015-2016	6/2/2017	FY17	Closed by Governing Authority - sponsor approved	Voluntary	O.R.C. 3314.07(B)(1)
007998	Center for Student Achievement	Jackson City	Public School District	Closed	2005-2006	6/30/2017	FY17	Closed by sponsor	Ordered	O.R.C. 3314.07(B)(1)
014932	Cincinnati Generation Academy	Office of School Sponsorship	State Agency	Closed	2014-2015	6/30/2017	FY17	Financial viability - ordered	Ordered	O.R.C.3314/07(B)(1)(a)(b)
000541	Constellation: Outreach Academy	Buckeye Community Hope Foundation	501(c)3	Closed	2005-2006	6/30/2017	FY17	Voluntary Closure, Cease Operations: Board resolved to voluntarily close the school and cease operations at the end of the 2016/17 school yea	Voluntary	O.R.C. 3314.07(B)(1)
012000	Cruiser Academy	Groveport Madison Local	Public School District	Closed	2010-2011	6/30/2017	FY17	Voluntary closure - Sponsor ceasing operation	Voluntary	O.R.C. 3314.07(B)(1)
015238	Foxfire East Academy	Rolling Hills Local	Public School District	Closed	2015-2016	6/30/2017	FY17	Ceased operations - poor rated sponsor	Closed by operation of law	O.R.C. 3314.07(B)(1)
000197	Hamilton Alternative Academy	Hamilton Local	Public School District	Closed	2003-2004	6/30/2017	FY17	Ceased operations - poor rated sponsor	Closed by operation of law	O.R.C.3314/07(B)(1)
014094	Lawrence County Academy	Lawrence County ESC	Educational Service Center	Closed	2013-2014	6/30/2017	FY17	Converting to a traditional public program	Voluntary	O.R.C. 3314.07(B)(1)
011479	LifeLinks Community School	Van Wert City	Public School District	Closed	2010-2011	6/30/2017	FY17	Voluntary Closure - Sponsor ceasing operation	Voluntary	O.R.C. 3314.07(B)(1)
151027	London Academy	London City	Public School District	Closed	2002-2003	6/30/2017	FY17	Ceased operations - poor rated sponsor	Closed by operation of law	O.R.C.3314/07(B)(1)
000396	Mansfield Elective Academy	Office of School Sponsorship	State Agency	Closed	2006-2007	6/30/2017	FY17	Ceased operations - contract non-renewed	Voluntary	O.R.C. 3314.07(B)(1)
013201	Nexus Academy of Columbus	University of Toledo (OCCS)	University	Closed	2012-2013	6/30/2017	FY17	Ceased Operations: Governing authority determined continued operation of the community school is no longer feasible and resolved to cease operations of school upon completion of the 2016-17 school year	Closed by operation of law	O.R.C. 3314.07(B)(1)
013200	Nexus Academy of Toledo	University of Toledo (OCCS)	University	Closed	2012-2013	6/30/2017	FY17	Ceased Operations: Governing authority determined continued operation of the community school is no longer feasible and resolved to cease operations of school upon completion of the 2016-17 school year	Voluntary	O.R.C. 3314.07(B)(1)
014051	Northmont Secondary Academy	Northmont City	Public School District	Closed	2013-2014	6/30/2017	FY17	Voluntary Closure - Sponsor ceasing operation	Voluntary	O.R.C. 3314.07(B)(1)

Senator Sherrod Brown Request -- January 30, 2018
List of Community Schools that have Closed from 2013 to the Present

School IRN	School Name schools that educated students	Sponsor Name	Sponsor Type	Status	First Year Funded	Closure Date	Year	Explanation for closure	Voluntary, Ordered, Closure Law, Non-renewal	Closure Notes
014912	Norwood Conversion Community School	Norwood City School District	Public School District	Closed	2014-2015	6/30/2017	FY17	Ceased operations - poor rated sponsor	Closed by operation of law	O.R.C.3314/07(B)(1)
012497	Pickerington Community School	Pickerington Local	Public School District	Closed	2011-2012	6/30/2017	FY17	Ceased operations - poor rated sponsor	Closed by operation of law	O.R.C.3314/07(B)(1)
014148	Provost Academy	University of Toledo (OCCS)	University	Closed	2013-2014	6/30/2017	FY17	Ceased Operations, Declining Enrollment: Governing authority acknowledged that school's enrollment is consistently not commensurate with enrollment targets and this adversely impacts fiscal sustainability of school. Governing authority resolved to cease operations as of June 30, 2017	Voluntary	O.R.C. 3314.07(B)(1)
012078	Quest Community School	Office of School Sponsorship	State Agency	Closed	2011-2012	6/30/2017	FY17	Academic/Financial Viability	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
151167	Ridgedale Community School	Ridgedale Local	Public School District	Closed	2003-2004	6/30/2017	FY17	Voluntary Closure - Sponsor ceasing operation	Voluntary	O.R.C. 3314.07(B)(1)
009964	Sciotoville Elementary Academy	Thomas B. Fordham Foundation	501(c)3	Closed		6/30/2017	FY17	Merged with another school-Sciotoville Community School	Voluntary	O.R.C.3314/07(B)(1)
000304	Summit Academy Community School-Toledo	ESC of Lake Erie West	Educational Service Center	Closed	2004-2005	6/30/2017	FY17	Contract non-renewed	Notice of non-renewal	O.R.C.3314/07(B)(1)
000633	Summit Academy Toledo Learning Center	ESC of Lake Erie West	Educational Service Center	Closed	2004-2005	6/30/2017	FY17	Contract non-renewed	Notice of non-renewal	O.R.C.3314/07(B)(1)
149062	Urbana Community School	Urbana City	Public School District	Closed	2004-2005	6/30/2017	FY17	Voluntary Closure - Sponsor ceasing operation	Voluntary	O.R.C. 3314.07(B)(1)
013059	West Carrollton Secondary Academy	West Carrollton City	Public School District	Closed	2012-2013	6/30/2017	FY17	Voluntary Closure - Sponsor ceasing operation	Voluntary	O.R.C. 3314.07(B)(1)
148916	Marion City Digital Academy	Marion City School District	Public School District	Closed	2002-2003	8/8/2017	FY18	Ceased operations - financial viability	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
143537	Virtual Community School of Ohio	Office of School Sponsorship	State Agency	Closed	2002-2003	9/7/2017	FY18	Financial viability	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
013233	Southern Ohio Academy	Scioto County Career Technical Center	Public School District	Closed	2012-2013	9/15/2017	FY18	No longer met founding need	Voluntary	O.R.C.3314.07(B)(1)(c)
014194	Watkins Academy	Office of School Sponsorship	State Agency	Closed	2013-2014	10/1/2017	FY18	operational and financial issues	Voluntary	O.R.C.3314/07(B)(1)(a)(b)
008251	Mahoning Valley Opportunity Center	Office of School Sponsorship	State Agency	Closed	2006-2007	10/31/2017	FY18	Financial viability	Voluntary	O.R.C.3314/07(B)(1)(a)(b)

Enclosure D

Senator Sherrod Brown Request -- January 30, 2018
List of Sponsors that have Closed from 2013 to the Present

Sponsor IRN	Sponsor Name	Currently Sponsoring for 2017-2018?	Reason Sponsor is No Longer Sponsoring	Notes
045203	Barnesville Exempted Village	N	Voluntary closure at the end of the 2015-2016 school year	
047787	Buckeye Local	N	Voluntary closure at the end of 2016-2017 school year	2016-17 Overall Sponsor Rating of Poor
049197	Field Local	N	Stopped sponsoring prior to the 2015-2016 school year	
046979	Groveport Madison Local	N	2015-16 Overall Sponsor Rating of Poor	
046953	Hamilton Local	N	2015-16 Overall Sponsor Rating of Poor	
044156	Jackson City	N	2015-16 Overall Sponsor Rating of Poor	
047993	Lakewood Local	N	2015-16 Overall Sponsor Rating of Poor	
047910	Lawrence County ESC	N	2015-16 Overall Sponsor Rating of Poor	
044222	Lima City	N	2015-16 Overall Sponsor Rating of Poor	
044255	London City	N	2015-16 Overall Sponsor Rating of Poor	
044263	Lorain City	N	2015-16 Overall Sponsor Rating of Poor	
048280	Mahoning County ESC	N	2015-16 Overall Sponsor Rating of Poor	
044396	Mercer County ESC	N	Stopped sponsoring prior to the 2015-2016 school year	
048660	Montgomery County ESC	N	Voluntary closure at the end of 2016-2017 school year	
048728	Northmont City	N	Voluntary closure at the end of 2016-2017 school year	2016-17 Overall Sponsor Rating of Poor
044578	Norwood City	N	2015-16 Overall Sponsor Rating of Poor	
044602	Oregon City	N	2015-16 Overall Sponsor Rating of Poor	
046896	Pickerington Local	N	2015-16 Overall Sponsor Rating of Poor	
047001	Reynoldsburg City	N	2015-16 Overall Sponsor Rating of Poor	
048439	Ridgedale Local	N	Voluntary closure at the end of 2016-2017 school year	2016-17 Overall Sponsor Rating of Poor
045591	Rittman Exempted Village	N	2015-16 Overall Sponsor Rating of Poor	
047308	Rolling Hills Local	N	2015-16 Overall Sponsor Rating of Poor	
051490	Scioto County Career Technical Center	N	Voluntary closure at the end of 2016-2017 school year	2016-17 Overall Sponsor Rating of Poor
048041	Southwest Licking Local	N	2015-16 Overall Sponsor Rating of Poor	
049965	Summit County ESC	N	2015-16 Overall Sponsor Rating of Poor	
044941	Urbana City	N	Voluntary closure at the end of 2016-2017 school year	2016-17 Overall Sponsor Rating of Poor
044966	Van Wert City	N	2015-16 Overall Sponsor Rating of Poor	
045054	West Carrollton City	N	Voluntary closure at the end of 2016-2017 school year	2016-17 Overall Sponsor Rating of Poor
045161	Youngstown City	N	2015-16 Overall Sponsor Rating of Poor	

Enclosure E

Frequently Asked Questions (FAQ): Families Affected by a Community School Closure

GENERAL QUESTIONS

1. Where can I find information on all of my school options? (#FAQ3120)
2. How do I transfer my student's records to a new school? (#FAQ3121)
3. Does the new school need my child's records before he/she can start school? (#FAQ3122)
4. I just enrolled in a new school. Will my credits and test scores transfer? (#FAQ3123)
5. My student is a senior this year. Will he/she still be able to graduate? (#FAQ3124)
6. I'm over 18. Does this mean I have to drop out of school? (#FAQ3125)
7. Can I home school my child? (#FAQ3126)
8. My student received special education services through the school that closed. Does the Individual Education Plan (IEP) and Evaluation Team Report (ETR) transfer to the new school? What about a 504 plan? (#FAQ3127)
9. My student is participating in College Credit Plus through the school that closed. How can I continue this? (#FAQ3128)
10. My student is involved in a career technical education program. How do I find a place where they can complete that program? (#FAQ3129)
11. How quickly do I need to enroll my student in a new school? (#FAQ3130)
12. A charter school is telling me that they don't have room for my child in their school. Can they do that? (#FAQ3131)
13. Have more questions? (#FAQ3132)

General Questions

1. Where can I find information on all of my school options?

Visit the Ohio Department of Education website (<http://education.ohio.gov/>) and click the "Find a School (<https://education.ohio.gov/Topics/Quality-School-Choice/Find-a-School-for-your-Child>)" button to learn more about schools near you. Options include schools in your home district, schools in neighboring districts that may allow non-residents to attend ("open enrollment" districts), private schools, and community (charter) schools, including online schools.

There are additional options for students who have been identified to receive special education services (search "Jon Peterson Scholarship (<http://education.ohio.gov/Topics/Other-Resources/Scholarships/Special-Needs-Scholarship>)," or "Autism Scholarship (<http://education.ohio.gov/Topics/Other-Resources/Scholarships/Autism-Scholarship-Program>)" on the Department's website to learn more).

Likewise, students have options to participate in a career technical education program. More information on those programs can be found [here](https://www.ohiohighered.org/students/find-a-career/career-technical-professional-and-vocational-schools) (<https://www.ohiohighered.org/students/find-a-career/career-technical-professional-and-vocational-schools>).

Families also can choose home schooling. See the question related to homeschooling below.

An explanation of all the options families have is available [here](http://education.ohio.gov/Topics/Quality-School-Choice/Understanding-Ohio-School-Options) (<http://education.ohio.gov/Topics/Quality-School-Choice/Understanding-Ohio-School-Options>).

[Back to Top \(#top\)](#)

2. How do I transfer my student's records to a new school?

Parents can share any records they might have with the new school, including report cards, test score reports, etc. Ultimately, it is the job of the new school to get the records from the old school or the student's resident district.

[Back to Top \(#top\)](#)

3. Does the new school need my child's records before he/she can start school?

No, by law, your student can enroll in any of Ohio's public schools (traditional districts or community schools) without any records. However,

it is a good idea to provide the new school with any student records you might have on hand, including report cards, test score reports, etc.

[Back to Top \(#top\)](#)

4. I just enrolled in a new school. Will my credits and test scores transfer?

Yes. Schools are required to give students credit for coursework and state tests completed by students at a community school that has closed.

[Back to Top \(#top\)](#)

5. My student is a senior this year. Will he/she still be able to graduate?

Each district establishes its own graduation requirements, which cannot be less than the state requirements. Parents should contact their new school for more information.

The Department is encouraging districts to work with families of seniors to help them graduate.

[Back to Top \(#top\)](#)

6. I'm over 18. Does this mean I have to drop out of school?

Absolutely not! Students up to age 22 are eligible to enroll in Ohio's public high schools (including community schools).

Ohio has several options for those students who have not graduated by the time they turn 22 years old. Click here (<http://education.ohio.gov/Topics/Testing/Ohio-Options-for-Adult-Diploma>) for more information on options for an adult diploma.

[Back to Top \(#top\)](#)

7. Can I home school my child?

In Ohio, parents or guardians interested in educating their children at home may do so by notifying their local school district superintendent and meeting the requirements of Ohio law to home school. If requirements are met, then the district superintendent can release the student from mandatory school attendance.

Parents or guardians who decide to home school their students take full responsibility for the child's education, including choosing curriculum and materials.

More information can be found here (<http://education.ohio.gov/Topics/Quality-School-Choice/Home-Schooling>).

[Back to Top \(#top\)](#)

8. My student received special education services through the school that closed. Does the Individual Education Plan (IEP) and Evaluation Team Report (ETR) transfer to the new school? What about a 504 plan?

Parents should notify the new school of their special education plan or 504. Parents who have a copy of the most recent IEP, ETR or a 504 plan should provide it to their new school. Staff at the new school will help you through this process.

[Back to Top \(#top\)](#)

9. My student is participating in College Credit Plus through the school that closed. How can I continue this?

Parents should notify their new school that their student is participating in the College Credit Plus program. Students should continue to attend College Credit Plus courses in which they are currently participating. If students want to continue with College Credit Plus next semester, then they should talk with school counselors at their new school.

Special rules apply for home schooled and private school students. For more information, click here (<https://www.ohiohighered.org/ccp/faqs>).

[Back to Top \(#top\)](#)

10. My student is involved in a career technical education program. How do I find a place where they can complete that program?

Parents should notify the new school that their student is participating in a career technical education program. They also should inform their student's career technical education program that the student has transferred schools. Work with the staff at the new school to continue the student's career technical education pathway.

[Back to Top \(#top\)](#)

11. How quickly do I need to enroll my student in a new school?

Parents should enroll their student in a new school as soon as possible. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates.

A student could be considered truant if he/she misses 30 or more consecutive hours without a legitimate excuse. The Department suggests that families ask the new school for assistance during this transition.

[Back to Top \(#top\)](#)

12. A charter school is telling me that they don't have room for my child in their school. Can they do that?

A school district must accept students who live within its boundaries up through age 22. Community schools have different rules, which may limit the number of students they can enroll.

Families should reach out to the schools they are interested in for more information.

[Back to Top \(#top\)](#)

13. Have more questions?

The Ohio Department of Education is ready to assist you. Please call **877-644-6338**.

[Back to Top \(#top\)](#)

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Paolo DeMaria
Superintendent of Public Instruction

State Board of Education of Ohio
Tess Elshoff, President